Draft Language: Covered Electronic Products (CEP) Recycling Plan

Advisory Panel meeting September 27, 2006

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Language From the Law

Part V Covered Electronic Product (CEP) Recycling Plans

WAC 173-900-520 Covered Electronic Products (CEP) Recycling Plans.

- (1) All manufacturers must participate in an Ecology approved CEP Recycling Plan.
- (2) Each manufacturer participating in a CEP Recycling Plan retains responsibility and liability under this chapter in the event that the plan fails to meet the manufacturer's obligations under this chapter.
- (3) A manufacturer must participate in either the Standard Plan or, if approved, an Independent Plan.

The Standard Plan

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- (4) A manufacturer must participate in the Standard Plan administered by the authority, unless the manufacturer obtains approval from Ecology to participate in an Independent Plan.
 - (a) Manufacturers participating in the Standard Plan are responsible for collecting, transporting, and recycling the sum of the equivalent shares of all participating manufacturers.
 - (b) The "authority" is the board of the Washington Materials Management and Financing Authority and is authorized to submit the Standard Plan for the participating manufacturers.

An Independent Plan

- (5) A single manufacturer or a group of manufacturers may submit an Independent Plan to Ecology for approval if:
 - (a) The manufacturers participating in the proposed plan represent at least five percent return share of CEPs; and
 - (b) No manufacturer participating in the proposed plan is a new entrant or a white box manufacturer.
- (6) **Individual Independent Plan:** A single manufacturer submitting an Independent Plan to Ecology is responsible for collecting, transporting, and recycling its equivalent share of CEPs.
- (7) **Collective Independent Plan:** Manufacturers collectively submitting an Independent Plan are responsible for collecting, transporting, and recycling the sum of the equivalent shares of all participating manufacturers.
- (8) Individual or collective groups of manufacturers submitting an Independent Plan must designate an "authorized party" that is responsible for submitting the Independent Plan to Ecology. A letter of certification from each of the manufacturers designating the authorized party must be submitted to Ecology together with the CEP Recycling Plan.
- (9) Prior to beginning implementation of an Independent Plan the authorized party for that plan must receive plan approval from Ecology.

RCW 70.95N.030:

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- 1. All manufacturers must participate in either an independent or standard recycling plan.
- 2. The manufacturer must begin implementation of the recycling plan no later than January 1, 2009.

RCW 70.95N. 050

- A manufacturer must participate in the Standard Plan administered by the authority, unless the manufacturer obtains department approval for an Independent Plan for the collection, transportation, and recycling of unwanted electronic products.
- 2. Each manufacturer in the Standard Plan or in an Independent Plan retains responsibility and liability under this chapter in the event that the plan fails to meet the manufacturer's obligations under this chapter.
- 3. The authority must submit the Standard Plan for Ecology review by February 1, 2008.

RCW 70.95N.050

- 1. An Independent Plan may be submitted by an individual manufacturer or by a group of manufacturers, provided that:
 - a. Each Independent Plan represents at least a five percent return share of covered electronic products; and
 - b. No manufacturer may participate in an Independent Plan if it is a new entrant or a white box manufacturer.
- 2. The party authorized to file the individual or collection Independent Plan must submit the Independent Plan for Ecology review by February 1, 2008.
- 3. Individual Independent Plan:
 - a. An individual manufacturer submitting an Independent Plan to Ecology is responsible for collecting, transporting, and recycling its equivalent share of covered electronic products.
- 4. Collective Independent Plan:
 - a. Manufacturers collectively submitting an Independent Plan are responsible for collecting, transporting, and recycling the sum of the equivalent shares of each participating manufacturer.
 - b. Each group of manufacturers submitting an Independent Plan must designate a party authorized to file the plan with Ecology

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	on their behalf. A letter of certification from each of the manufacturers designating the authorized party must be submitted to Ecology together with the plan. 5. Each manufacturer in the Standard Plan or in an Independent Plan retains responsibility and liability under this chapter in the event that the plan fails to meet the manufacturer's obligations under this chapter.

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WAC 173-900-530 Format of the Recycling Plan All plans must use the "CEP Recycling Plan Template" provided by Ecology to assist manufacturers in completing their CEP Recycling Plans. The template can be found at: http://www.ecy.wa.gov	

WAC 173-900-540 Recycling Plan content.

All CEP Recycling Plans must contain, at a minimum, all of the following:

- (1) A Binding Agreement: Each CEP Recycling Plan must include a written statement binding the authority or authorizing party to the use of the CEP Recycling Plan.
 - (a) At a minimum the binding agreement must be signed by:
 - (i) The members of the authority for Standard Plans; or
 - (ii) The authorizing party for Independent Plans.
 - (b) At a minimum the binding agreement must include:
 - (i) CEP Recycling Plan contact information for the authority or authorized party;
 - (ii) A list of all manufacturers participating in the CEP Recycling Plan, manufacturer registration numbers, and their contact information;
 - (iii) A statement that the plan members will comply with the terms and conditions of their Ecology approved CEP Recycling Plan; and
 - (iv) A statement that if, in the event that the CEP Recycling Plan fails to meet the manufacturer's obligations under this chapter, the manufacturer retains responsibility and liability under this chapter.
- (2) **Letter of Certification:** For Independent Plans only, the CEP Recycling Plan must include a letter of certification from each of the manufacturers participating in the Independent Plan designating the authorized party;
- (3) **Use of Washington state businesses:** A description of how the authority or authorized party will implement the CEP recycling plan by seeking to use businesses within the state, including retailers, charities, processors, and collection and transportation services;
- (4) Collection Services:
 - a. A description of how the CEP recycling plan will provide services to small businesses, small governments, charities, and school districts in Washington;
 - b. A description of the method or methods for the reasonably convenient collection of all types of CEPs in rural and urban areas throughout the state
 - i. Reasonably convenient collection means providing collection services:
 - (A) Throughout the year that meets local needs;
 - (B) With operation hours during the day, evening, and some weekends;
 - (C) Offered at least as frequently as other material recycling services in the county including number of locations offered and hours of operation; and
 - (D) With enough staff to meet demands in the city or county.

RCW 70.95N.060:

- 1. An Independent Plan and the Standard Plan must contain the following elements:
 - a. Contact information for the authority or authorized party and a comprehensive list of all manufacturers participating in the plan and their contact information;
 - b. A description of the collection, transportation, and recycling systems and service providers used, including a description of how the authority or authorized party will:
 - i. Seek to use businesses within the state, including retailers, charities, processors, and collection and transportation services;
 - ii. Fairly compensate collectors for providing collection services; and
 - iii. Fairly compensate processors for providing processing services;
 - c. The method or methods for the reasonably convenient collection of all product types of covered electronic products in rural and urban areas throughout the state, including how the plan will provide for collection services in each county of the state and for a minimum of one collection site or alternate collection service for each city or town with a population greater than ten thousand. A collection site for a county may be the same as a collection site for a city or town in the county;
 - d. A description of how the plan will provide service to small businesses, small governments, charities, and school districts in Washington;
 - e. The processes and methods used to recycle covered electronic products including a description of the processing that will be used and the facility location;
 - f. Documentation of audits of each processor used in the plan and compliance with processing standards established under

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- (ii) Collection services in each county of the state must at a minimum have one collection site or alternate collection service for each city or town with a population greater than ten thousand.
- (iii) A collection site for a county may be the same as a collection site for a city or town in the county;
- c. A description of alternative collection methods.
 - i. Alternative collection means those collection services other than staffed collection locations.
 - ii. When using an alternative collection method the CEP Recycling Plan must include a statistically valid study that proves the alternative will provide additional convenience and increased recovery.
- (5) **Collectors:** Information about collectors of CEPs participating in the CEP Recycling Plan must include at a minimum:
 - (a) Collector names and Ecology collector registration number;
 - (b) Location of collection sites or events;
 - (c) Days/hours of operation for each site or event;
 - (d) Types of CEPs collected; and
 - (e) **Fair Compensation:** The CEP Recycling Plan must include the procedures for how a collector can submit and receive compensation through the CEP Recycling Plan.
 - (i) This must include a description of how the authority or authorized party will fairly compensate collectors for providing collection services including specific information on curbside or premium services such that they are not compensated at a lower rate for collection costs than the compensation offered other collectors providing drop-off collection sites in that geographic area.
- (6) **Transporters:** Information about transporters of CEPS participating in the CEP Recycling Plan including at a minimum:
 - (a) Transporter names and Ecology transporter registration number;
 - (b) Counties and cities where the transporter provides service for the CEP Recycling Plan;
 - (c) Type of CEPs transported; and
 - (d) A description of how the authority or authorized party will seek to use businesses within the state, including retailers, charities, and transportation services;
- (7) **Processors:** Information about processors of CEPS participating in the CEP Recycling Plan including at a minimum:
 - (a) Processor names and Ecology processor registration number;
 - (b) Physical Location of processing facilities;
 - (c) Contact information and mailing address for the processing facilities;
 - (d) Types CEPs processed at each facility;
 - (e) Letter(s) from processors used by the CEP recycling plan documenting that the processor is aware of the processing standards in this chapter and will comply with the processing standards established in this chapter.

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sections 25 and of this act;

- g. A description of the accounting and reporting systems that will be employed to track progress toward the plan's equivalent share:
- h. A timeline describing startup, implementation, and progress towards milestones with anticipated results;
- A public information campaign to inform consumers about how to recycle their covered electronic products at the end of the product's life; and
- j. A description of how manufacturers participating in the plan will communicate and work with processors utilized by that plan to promote and encourage design of electronic products and their components for recycling.
- 2. The Standard Plan shall address how it will incorporate and fairly compensate registered collectors providing curbside or premium services such that they are not compensated at a lower rate for collection costs than the compensation offered other collectors providing drop-off collection sites in that geographic area.
- 3. All transporters, collectors, and processors used to fulfill the requirements of this section must be registered as described in section 24 of this act.

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(f) Signed letter from each processor granting Ecology, Ecology's designated representative, or	
the authority or authorized party or their designee, access to the processing facility for the	
purposes of assessing compliance with this chapter;	
(g) Fair Compensation: The CEP Recycling Plan must include the procedures for how a	
processor can submit and receive compensation through the CEP Recycling Plan. This must	
include a description of how the authority or authorized party will Fairly compensate	
processors for providing processing services; and	
(h) A description of how manufacturers participating in the plan will communicate and work with	
processors utilized by that plan to promote and encourage design of electronic products and	
their components for recycling;	
(8) Accounting and reporting: A description of accounting procedures for tracking and reporting	
progress toward the plan's equivalent share including how the authority or authorized party will	
track materials flow in and out of the processing facility as required in the WAC 173-900 - XXXXX	
Processor Performance Standards.	
(9) Recordkeeping: Procedures for how the authority or authorizing party will verify records kept by	
the processors, collectors, and transporters as required in the WAC 173-900 – XXXXX Processor	
Performance Standards, (Note: include references to other sections when written).	
(10) Cancellation: Procedures for documenting that the CEPs collected, transported or processed	
through the CEP recycling plan for recycling are no longer used for the designed purpose but the	
materials they contained are recovered for use in new products.	
a. "Cancellation" means the termination of useful service of the CEP for the purposes that	
it was originally designed.	
(11) Implementation Timeline: A timeline including anticipated dates for completing major steps in	
the implementation of the CEP Recycling Plan including establishing services and start dates for	
offering those services.	
(12) Public Information : A public information campaign including at a minimum:	
(a) A description of how covered entities (households, charities, school districts, small	
businesses, or small governments located in Washington state), will be informed about how to	
recycle their CEPs at the end of the product's life including:	
(i) A description of the reasonably convenient electronic recycling method(s)	
available.	
(ii) A web site or a toll-free telephone number that gives information about the	
CEP Recycling Plan in sufficient detail to educate covered entities regarding	
how to return their CEPs for recycling.	
(12) Partnerships: Describes cooperative efforts that will be undertaken with retailers, local	
governments, and Ecology to maximize the recycling of CEPs by ensuring reasonably convenient	
means of drop off.	

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WAC 173-900-550 Recycling Plan submittal, approval and implementation.

- (1) **Submittal:** The authority or authorizing party must submit two paper copies and one usable electronic copy of their CEP Recycling Plan to Ecology. All CEP Recycling Plans intending to begin implementation on or before January 1, 2009 must be submitted to Ecology no later than February 1, 2008.
 - (a) The two paper copies must be submitted by mail to one of the following addresses:

For U.S. Postal Service:

Department of Ecology Electronic Product Recycling Solid Waste and Financial Assistance Program P.O. Box 47600 Olympia, WA 98504-7600

Or

For Courier:

Department of Ecology Electronic Product Recycling Solid Waste and Financial Assistance Program 300 Desmond Drive Lacev. WA 98503

- (b) The electronic copy must be submitted to the following e-mail address: WA-recycles-electronics@ecv.wa.gov
- (2) **Approval process:** Within ninety days after receipt of a complete CEP Recycling Plan, Ecology will determine whether the plan complies with this chapter. Ecology will determine if the plan is:
 - (a) Approved. If approved, Ecology will send a letter of approval to the authority or authorized party via certified mail. The approval letter will include an expiration date for the CEP Recycling Plan.
 - (b) Disapproved. If disapproved, Ecology will send a letter of disproval to the authority or authorized party via certified mail. The disapproval letter will provide Ecology's reasons for not approving the CEP Recycling Plan.
 - (i) The authority or authorized party must submit a new or revised CEP Recycling Plan within sixty days after receipt of the disapproval letter. Ecology then has an additional ninety days to review the new or revised plan.
- (3) **Approval Criteria:** Ecology will consider the following when reviewing a CEP Recycling Plan for approval:
 - (a) The CEP Recycling Plan submittal dates were met;
 - (b) The CEP Recycling Plan received contains all of the information required in WAC 173-900-240 and provides descriptive information sufficient to allow Ecology to determine that the

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RCW 70.95N.060:

- (4) Within ninety days after receipt of a plan, Ecology shall determine whether the plan complies with this chapter.
 - (a) If the plan is approved, Ecology shall send a letter of approval.
 - (b) If a plan is rejected, Ecology shall provide the reasons for rejecting the plan to the authority or authorized party.
 - (c) The authority or authorized party must submit a new plan within sixty days after receipt of the letter of disapproval.

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 implementation of the plan will be in compliance with this chapter. (c) The CEP Recycling Plan Fee for reviewing the plan has been received by Ecology; and (d) The CEP Recycling Plan, when implemented, would meet or exceed required service levels. (e) Ecology may ask for additional information or clarification during the review of a CEP Recycling Plan. 	

Draft Rule Language WAC 173-900-560 Implementation of the CEP Recycling Plan (1) The authority must begin implementation of their CEP Recycling Plan no later than January 1, 2009. (a) Begin Implementation means that collection, transportation, and processing services are fully operational in every county of Washington state. (2) All manufacturers registered as of January 1, 2009, must be participating in a fully

(3) **Failure to provide service:** If the CEP Recycling Plan fails to provide service in each county in Washington state or meet other plan requirements, the authority or authorized party must submit to Ecology within sixty days of failing to provide service an updated CEP Recycling Plan. This updated plan must address how the plan will be adjusted to meet the program geographic coverage and collection service requirements established in WAC 173-900-XXXXX. See WAC 173-900-cccc for the process for submitting an updated CEP Recycling Plan.

operational, Ecology approved, CEP Recycling Plan as of January 1, 2009.

WAC 173-900-570 Recycling Plan Update

- (1) The authority or authorizing party must update the CEP Recycling Plan in the following situations:
 - (a) **Five year renewal:** The authority or authorizing party must review and update their CEP Recycling Plan every five years. The updated plan must be submitted to Ecology at least 120 days prior to the expiration date on the CEP Recycling Plan approval letter.
 - (b) Failure to provide service: If the CEP Recycling Plan fails to provide service in each county in the state or meet other plan requirements, the authority or authorized party must submit an updated CEP Recycling Plan to Ecology within sixty days of failing to provide service. This updated plan must address how the program will be adjusted to meet the program geographic coverage and collection service requirements established in WAC 173-900-XXXXX.
 - (c) Changes to the CEP Recycling Plan: The authority or authorized party must notify Ecology of any changes to the CEP Recycling Plan.
 - (i) If Ecology determines that the authority or authorized party has significantly changed the program described in the plan, the authority or authorized party must submit an updated plan describing the changes to Ecology within sixty days of notification by Ecology.
 - A. Significant changes include changes to:
 - (i) Contact information for the authority or authorizing party;
 - Fair compensation practices;

RCW 70.95N.070:

- 1. An Independent Plan and the Standard Plan must be updated at least every five years and as required in (a) and (b) of this subsection.
 - a. If the program fails to provide service in each county in the state or meet other plan requirements, the authority or authorized party shall submit to Ecology within sixty days of failing to provide service an updated plan addressing how the program will be adjusted to meet the program geographic coverage and collection service requirements established in section 9 of this act.
 - b. The authority or authorized party shall notify Ecology of any modification to the plan. If Ecology determines that the authority or authorized party has significantly modified the program described in the plan, the authority or authorized party shall submit a revised plan describing the changes to Ecology within sixty days of notification by Ecology.
- 2. Within sixty days after receipt of a revised plan, Ecology shall determine whether the revised plan complies with this chapter. If the revised plan is approved, Ecology shall send a letter of approval. If the revised plan is rejected, Ecology shall provide the reasons for rejecting the plan to the authority or authorized party. The authority or authorized party must submit a new plan revision within sixty days after receipt of the letter of disapproval.
- 3. The authority or authorized parties may buy and sell collected covered

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Participants in CEP Recycling Plan; (iii) Participants in CEP Recycling Plan; (iv) The type of collection services provided; (v) Accounting, reporting and recordkeeping; (vi) The implementation timeline; (vii) The public information campaign; and (viii) Processor financial assurance and liability. B. The authority or authorized parties of approved CEP Recycling Plans may buy and sell collected covered electronic products with other programs without submitting a CEP Recycling Plan revision for review. (2) Approval process: Within sixty days after receipt of a complete updated CEP Recycling Plan, Ecology will determine whether the plan complies with this chapter. Ecology will determine if the updated plan is: (a) Approved. If approved, Ecology will send a letter of approval to the authority or authorized party via certified mail. The approval letter will include an expiration date for the CEP Recycling Plan. (b) Disapproved. If dispaproved, Ecology will send, Ecology will send a letter of disproval to the authority or authorized party via certified mail. The disapproval letter will provide Ecology's reasons for not approving the CEP Recycling Plan.	electronic products with other programs without submitting a plan revision for review.

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WAC 173-900-580 Fee for reviewing the plan This will be a cost reimbursement model.	 RCW 70.95N.230 Ecology shall adopt rules to determine the process for manufacturers to change plans under section 8 of this act. Ecology shall establish annual registration and plan review fees for administering this chapter. An initial fee schedule must be established by rule and be adjusted no more often than once every two years. All fees charged must be based on factors relating to administering this chapter and be based on a sliding scale that is representative of annual sales of covered electronic products in the state. Fees must be established in amounts to fully recover and not to exceed expenses incurred by Ecology to implement this chapter. Ecology shall establish an annual process for local governments and local communities to report their satisfaction with the services provided by plans under this chapter. This information must be used by Ecology in reviewing plan updates and revisions. Ecology may adopt rules as necessary for the purpose of implementing, administering, and enforcing this chapter.
WAC 173-900-590 Changing CEP Recycling Plan participation. Changing from an Independent Plan to the Standard Plan: (1) A manufacturer participating in an Independent Plan may join the Standard Plan beginning on January 1 of the next program year if the manufacturer notifies the authority and Ecology of its intention to change plans no later than August 1 prior to the start of the next program year. a. Notification to Ecology must be made by updating the manufacturers registration form using the online registration system on the agency's web site. Changing from the Standard Plan to an Independent Plan: (1) A manufacturer participating in the Standard Plan may join or form an Independent Plan if all the following are met: (a) Forming a new Independent Plan: (i) The manufacturer or group of manufacturers must meet the criteria for participating in an Independent Plan described in WAC 173-900-XXXX above. (ii) The manufacturer(s) must submit a CEP Recycling Plan for approval under the process described in WAC 173-900-520(5). (iii) The Independent Plan must be submitted to Ecology for review no later than August 1 to be approved for implementation effective January 1 of the following	 RCW 70.95N.230 (5) Ecology shall adopt rules to determine the process for manufacturers to change plans under section 8 of this act. (6) Ecology shall establish annual registration and plan review fees for administering this chapter. An initial fee schedule must be established by rule and be adjusted no more often than once every two years. All fees charged must be based on factors relating to administering this chapter and be based on a sliding scale that is representative of annual sales of covered electronic products in the state. Fees must be established in amounts to fully recover and not to exceed expenses incurred by Ecology to implement this chapter. (7) Ecology shall establish an annual process for local governments and local communities to report their satisfaction with the services provided by plans under this chapter. This information must be used by Ecology in reviewing plan updates and revisions. (8) Ecology may adopt rules as necessary for the purpose of implementing, administering, and enforcing this chapter.

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program year. For example, a plan submitted by August 1, 2010, and approved according to the process described in WAC 173-900-550 can be implemented as of January 1, 2011. CEP Recycling Plans received after August 1 will not be eligible for implementation in the following program year. (iv) Prior to January 1 of the program year in which the Independent Plan will become effective, the manufacturers participating in the Independent Plan must: A. Notify the authority that they no longer will be participating in the Standard Plan; and B. Update their manufacturers registration form using the online registration system on the agency's web site. (b) Joining an existing Independent Plan. Prior to January 1 of the next program year: A. The manufacturer must notify the authority that they no longer will be participating in the Standard Plan; and B. The manufacturer must update their manufacturer's registration form using the online registration system on the agency's web site; and C. The authorizing party must submit an updated plan to Ecology and receive approval on the updated plan. The updated CEP Recycling Plan must include at a minimum a letter of certification from the manufacturer designating the authorized party and any other updates required by Ecology (see WAC 173-900-570(1)(c) (i)(a)).	
 WAC 173-900-595 CEP Recycling Plan compliance (1) It is the responsibility of the authority or the authorizing party to notify Ecology if a manufacturer, who is participating in their plan, is not in compliance with the program described in the Ecology approved CEP Recycling Plan. (2) The notification to Ecology must include: (a) Name of manufacturer and manufacturer registration number; (b) Description of non-compliance; and (c) Date of notice submittal. 	